



WEDDING CEREMONY & RECEPTION

	September - December March-May	January - February June - August
FRIDAY & SATURDAY		
Up to 50 Guests	\$2500	\$2250
51 - 100 Guests	\$3000	\$2750
101 - 150	\$3550	\$3300
151 - 200	\$4650	\$4400
200 - 250	\$5400	\$5150
251+	\$5700	\$5450
*SUNDAY - THURSDAY -\$200 DISCOUNT		

HIGHLIGHTS

Private Waterfront Ceremony and Reception

- Own Vendor Choice Flexibility
- 6 hour Event Rental + Set-up & Clean-up Time/ 2 hour Ceremony Only Rental
- White Padded Ceremony Chairs
- 60" Round Tables, Buffet Tables & Linens Included
- Assistance with Deliveries
- On-site Coordinator During Event
- No Noise Ordinance
- Free On-Site Parking
- Heaters & Group Fire Pit Included, Additional Available
- Includes TopWater Outdoor Furniture and Bar top Tables
- Romantic Outdoor Tivoli Lighting
- Generator Power

*Planning Services Available

- *Larger or petite wedding parties please inquire on pricing
- *Pricing subject to change
- *Full custom packages can be arranged

FREQUENTLY ASKED QUESTIONS

Rental Fees & Payment Policy

Deposit of 50% of total rental fee is used to hold space, and the remaining balance is due in full 21 days prior to the event date. No tax or service charge will be applied to the rental fees. All deposits and payments may be made in the form of cash, credit card, money order or cashier's check. A 3% surcharge for all credit card payments may be applied. All check, or cashier check payments should be made out to "Topwater, LLC." We request that cash payments be made in the exact amount due. Deposits are non-refundable. If Client is reserving space less than three (3) weeks in advance full amount is due. Final payment must be made by credit card, cash or cashiers check. 3.1% venue rental tax will be added to total.

Cancellation Policy

All deposits and fees are non-refundable, however, payments for events may be transferred from one date to another (not Client) if date is available.

Postponement of Event

Any change in the event date must be agreed to in writing by both the Hidden Lake and Wedding Party and will result in a modification of the contract price to conform with the current rates. In the event all parties agree to change the event date, all payments previously made towards the rental of the facility, shall be credited toward any remaining or additional charges.

Rental Hours

Base fee includes 6 hours. Unless otherwise negotiated all events end by 11 pm and will have 30 minutes departure period. An additional \$250 per hour for additional hours requested, and will be prorated in thirty-minute blocks of time.

Chairs & Tables

Chairs and tables are included in your package. A single color linen is available. Additional linens may be rented in conjunction with your choice of color. Wood tables are available for an additional fee.

Bride and Groom Room – Call for pricing

New options may be available in late 2019. You may bring 2 RV's for use for Bride and Groom rooms free of charge. Rental RV's available upon request for additional fee. Glamping tent available for additional set up fee.

Occupancy

We do not have an occupancy limit.

Camping.

We currently have a limited number of primitive spots.

Do you offer valet?

Valet can be offered for an additional service fee.

Bathrooms

Hidden Lake currently has upgraded flushing porta-potties and 1 ADA standard available for your event or if you desire an executive trailer we can organize and facilitate the rental for an additional charge. Event bathrooms are serviced prior to your event and not used until your event to insure a clean facility.

Inclement Weather

Hidden Lake assumes no liability for inclement weather that affects the event or for any occurrence that may impact the event which is outside Hidden Lake's control. You are responsible for any additional rentals required to accommodate the needs of the event. Tents may be used at Hidden Lake's facilities.

Access to Hidden Lake

Access to Hidden Lake is restricted by an entry gate. Gates will be opened prior to your event. Access will be given to the members of the wedding party, special guests, and vendors who will be arriving for set-up.

Pre-event Walk-through

An on-site inspection of the facilities and our thorough understanding of your specific needs are essential to the success of any special event. A walk-through with all involved parties (Wedding Party, Event Representative, Hidden Lake staff member, event planner, etc.) must be held no less than two (2) weeks in advance of the event. At 30 days we will call for this meeting to be scheduled. At this time, a Set-up & Decoration Plan must be agreed to by all Parties.

Rehearsal

Hidden Lake will allow a rehearsal of up to one hour in duration on weekdays at no extra charge. Rehearsals must conclude by 5 p.m. The rehearsal date and times are subject to change, which is more common during prime months.

Vendor Selection

Hidden Lake provides the venue, chairs and tables & linens. All costs of food, floral, additional rentals, entertainment, and other features of the event are your responsibility. Once the service vendors have been selected, key contact names and phone numbers for each vendor must be provided to Hidden Lake. Vendors must follow the rules of Hidden Lake.

Catering

You may use the caterer of your choice or any person in possession of a Maricopa County approved Food Service License.

Non-Alcoholic & Alcoholic Beverages

All beverage, non-alcoholic and alcoholic beverages must be purchased through TopWater. We carry our own liquor license and per AZ state law we are required to provide all alcohol and bartenders. Outside alcohol is strictly prohibited. We have a number of options and price points for bar packages! Only the following alcohol may be served: beer, malt beverages, wine, and champagne. Beverage service must conclude at least 30 minutes prior to an event's ending time. If caterers include non-alcoholic drinks an additional fee will be charged from Topwater.

Music

DJs, live bands, acoustic and amplified music are permitted at Hidden Lake.

Photography

Photos are permitted throughout Hidden Lake.

Tenting

Tent rental must be through a licensed vendor and approved by Hidden Lake Supervisor. Stakes may not be used to secure tenting preferred method is water barrels, sand bags or concrete blocks.

Deliveries (Personal and Rental)

All deliveries and pick-ups must be arranged with Hidden Lake staff. Hidden Lake does not have areas for the storage of personal belongings or rental equipment. Therefore, all deliveries of supplies and equipment must occur no sooner than the day before of the event with advanced notice of time of delivery, unless special arrangements have been made prior to the event. Deliveries and pick up of rental equipment must be made in advance so a member of our team is available to permit access. Hidden Lake staff is not responsible for loss or damage to property brought onto the premises and is not responsible for set up and breakdown of any rental equipment. All rental equipment must be scheduled for pick up by 11 a.m. the morning following the event, unless special arrangements have been made prior to the event.

Equipment belonging to Hidden Lake

You are responsible for ensuring that vendors provide sufficient extension cords, generators, etc. to cover the event's electrical needs. Failure to notify Hidden Lake staff of electrical requirements may result in inadequate power or power failure. Generators are provided to run Topwater facility. If additional power requirements are needed a small generator

fee may be added.

Decorations

The Set-up & Decoration Plan must be provided to Hidden Lake during the pre-event walkthrough. No physical alterations may be made to any part of Hidden Lake's facility or property. We DO NOT allow confetti, glitter, birdseed or rice or fake petals.

Need help decorating? Decoration Set-up Fee - \$50 an hour. We have experienced designers on staff who will set up any décor that you bring in! Whether it be on the tables, chairs, or around the event space we can do it! This way you and your bridesmaids, family and friends can relax before the big day!

Audio/Visual Equipment

You must provide your own equipment, or bring in a contract company of your choice.

Clean Up

You are responsible for returning the rented space to original condition. All rental items, decorations, flowers, personal belongings, etc. must be removed from the public areas immediately following the event and be picked up from Hidden Lake by 11 am the following day. Hidden Lake staff will remove any equipment (i.e. tables, chairs, etc.) belonging to Hidden Lake. Hidden Lake staff will not be responsible for the set-up or take-down of non-Hidden Lake equipment. Any decorations or personal items remaining from the event will be removed by Hidden Lake staff and may be destroyed, sold, or otherwise disposed of without any liability to Hidden Lake. If any damage or theft has occurred, it will be noted on the damages page of the Event Checklist and signed by the Event Representative before leaving the facility. If the damage is found the morning after the event, the Permittee will be contacted immediately. Hidden Lake will determine the amount to be billed to the Permittee. The caterer is responsible for clean up during and after the event. Before departing the premises, the caterer departure must be approved by a Hidden Lake staff member via a final inspection. If the caterer cannot, for any reason, provide full clean up, the Client is responsible for contracting a clean up service. Charges for unusual clean-up required after the event will be billed to the Client.

Vehicles & Parking

There are an unlimited number of parking spaces available to guests, and they must park in appropriate parking areas. Valet parking is offered at an additional fee.

Pets

Only service animals for persons with disabilities are permitted on Hidden Lake property unless otherwise negotiated.

Smoking

Tobacco use is prohibited outside of designated smoking areas.

Hidden Lake Staff

A member of Hidden Lake staff will be on premises throughout your event. Hidden Lake staff will open and close the property, oversee gate entrance and parking areas, and provide assistance where needed.

EXTRAS

There are extra items available for rent and purchase, ie. tents, BBQ grills, and boats.

HIDDEN Lake

HOSTED BAR OPTIONS

RIPPLE

Non-Alcoholic	Bottled Water, Coke, Diet Coke, Sprite, Lemonade
House Beer	Coors Light
Beer Choice of 1	Blue Moon, Dos Equis, Michelob Ultra
Wine	House Chardonnay & House Cabernet Sauvignon

SPLASH

Non-Alcoholic	Bottled Water, Coke, Diet Coke, Sprite, Lemonade
House Beer	Coors Light
Choice of 2	Heinken, Dos Equis, San Tan, Sam Adams, Michelob Ultra, Corona, others available request list
Wine	House Chardonnay & House Cabernet Sauvignon, House Moscato
Additional Wines Choice of 1	Request current list

TOPWATER

Non-Alcoholic	Bottled Water, Coke, Diet Coke, Sprite, Lemonade
House Beer	Coors Light
Choose 3	Heinken, Dos Equis, San Tan, Sam Adams, Michelob Ultra, Corona, others available request list
Wine	House Chardonnay, & House Cabernet Sauvignon, House Moscato
Additional Wines Choice of 2	Request current list
Champagne Toast Included*	House Sparkling Wine

***Toast included with 4 hours and more**

HOSTED HOURS	5	4	3	2
Ripple	\$ 18.00	\$ 17.00	\$ 16.00	\$ 12.00
Splash	\$ 20.00	\$ 19.00	\$ 18.00	\$ 14.00
Topwater	\$ 22.00	\$ 21.00	\$ 20.00	\$ 17.00
Hosted bar is a 50 person minimum.		*cocktail hour only option		

CASH BAR OPTIONS

Draft Beer - Domestic	\$4.00
Draft Beer - Import	\$5.00
House Wine	\$5.00
Silver Wine	\$7.00
Gold Wine	\$9.00
Premium Wine	\$12.00
Soda - Non-Alcoholic Drinks	\$2.00
A coffee bar (regular, decaf, cream and sugar) is available for \$100.00	
Champagne Toast	\$3.50 per person

**We will gladly accommodate any special requests.
Additional costs may apply.**

Water for ceremony is included

By law, all alcohol must be served by TopWater's licensed bartenders through TopWater's Liquor License.

NO OUTSIDE BEVERAGES ALLOWED

- * Hosted Bar Options for 50 person Minimum,
 - Cash Bar 1 bartender required per 75 persons, additional bartender is charged at \$25 per hour per bartender for over 80 people

Bartenders	We will work with you to determine the proper staffing for your specific needs.
Gratuity & TAX	Gratuity will be added on Hosted Bar Options

